



## **Staff Attorney, Tennessee Workers' Compensation Appeals Board**

### **Objective:**

To provide advanced professional legal work by assisting the judges of the Appeals Board in the efficient and timely disposition of appeals and in other legal and administrative matters as determined by the Appeals Board. The position is located in Nashville or Knoxville, Tennessee. The Appeals Board consists of three judges and functions as an appeals tribunal reviewing decisions by the Court of Workers' Compensation Claims in cases statewide involving work-related injuries and deaths.

### **General Description:**

The Staff Attorney will provide professional legal and administrative assistance to the judges of the Appeals Board by: (1) reviewing records and briefs filed on appeal; (2) researching and analyzing legal issues that are unique, complex, or technical in nature; (3) drafting and reviewing proposed orders, opinions, statutes, and regulations; and (4) assisting with other matters as directed by the judges of the Appeals Board. Work is performed under the immediate supervision of the Presiding Judge of the Appeals Board and must often be performed under the constraints of time.

### **Responsibilities:**

1. The Staff Attorney's primary responsibility is to ensure the superior quality of the Appeals Board's opinions and orders. To that end, the Staff Attorney is expected to thoroughly review each opinion and order and suggest substantive and non-substantive corrections; ensure proper citation format consistent with The Bluebook; ensure the usage of correct grammar, punctuation, and spelling; and suggest edits to improve the readability, organization, flow, and overall quality of the opinion.
2. Review records and briefs filed on appeal and prepare memoranda summarizing the facts and arguments of the parties, identifying the legal issues raised, and proposing an appropriate legal analytical framework for resolving those issues.
3. Draft and review orders, opinions, proposed statutes, and regulations.
4. Review and evaluate procedural and substantive motions and make dispositional recommendations.
5. Research applicable law and prepare memoranda discussing pertinent authority, to include a proposed resolution of issues or problems.



6. Maintain a current digest of all opinions issued by the Appeals Board.
7. Assist the judges of the Appeals Board in preparing presentations for use at legal seminars or other civic/community events and, when asked, deliver such presentations.
8. Help administer the Appeals Board's law school internship program.
9. Screen and evaluate incoming cases for placement on the Appeals Board's oral argument docket.
10. Maintain an active Tennessee law license and satisfy all continuing legal education requirements.

### **Minimum Qualifications:**

**Education and Experience:** The Staff Attorney must be a Tennessee-licensed attorney in good standing.

#### **Knowledge, skills, and abilities:**

- Superior writing and editing skills.
- Knowledge of the Tennessee Rules of Civil Procedure and the Tennessee Rules of Evidence.
- Knowledge of general law, statutes, and regulations pertaining to workers' compensation.
- Knowledge of trial and appellate court procedures.
- Ability to correctly apply legal principles to individual cases and problems with specific recommendations for resolution.
- Ability to prepare professional written work products and oral presentations under the pressure of time.
- Ability to conduct electronic legal research.
- Ability to exercise sound legal judgment in challenging circumstances, such as situations in which there is no clear answer based on existing law.
- Ability to maintain harmonious working relationships.
- Ability to effectively communicate orally and in writing with judges and staff, as well as with those outside the organization.
- Ability to maintain confidentiality.

#### **Salary:**

The salary will depend on experience and qualifications. The minimum salary is \$49,440 per year.

The position will remain open until filled. If interested, respond with a cover letter, resume, and writing sample to: [Matthew.Salyer@tn.gov](mailto:Matthew.Salyer@tn.gov)

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